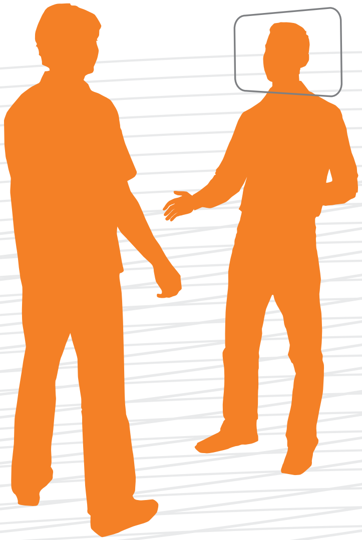
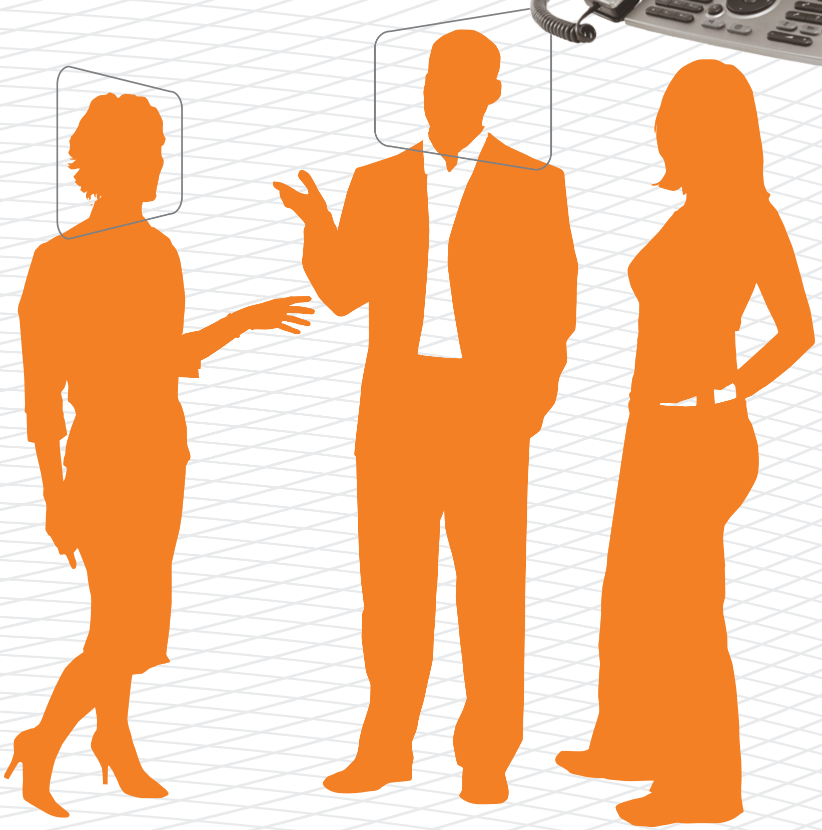
TANDBERG 150 *MXP*

USER GUIDE





CHANGING
THE WAY PEOPLE
COMMUNICATE

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TANDBERG
150 *MXP*

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http://www.tandberg.com/support/documentation.php?p=User_Manuals

Unpacking and Installation

Your TANDBERG 150 *MXP* works right out of the box. All you have to do is to connect the cables. This section shows you how.

Unpacking and Installation

Assembling the Unit

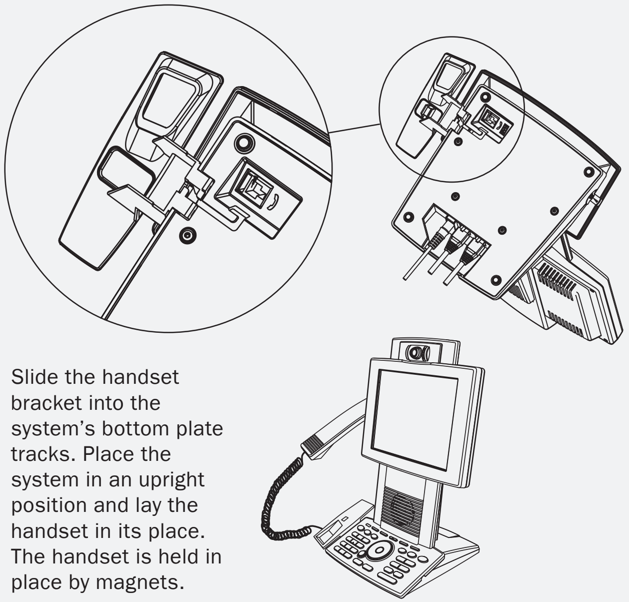
Assembling the unit is really easy. The system lies fully assembled in the box. Remove the accessories box and carefully lift the system out of the box. To protect the camera lens while installing, we recommend that you let the camera lens cap remain on. In the accessories box you should find:

- LAN cable
- Power adapter and power cable

Please report any discrepancies to your TANDBERG Representative immediately.

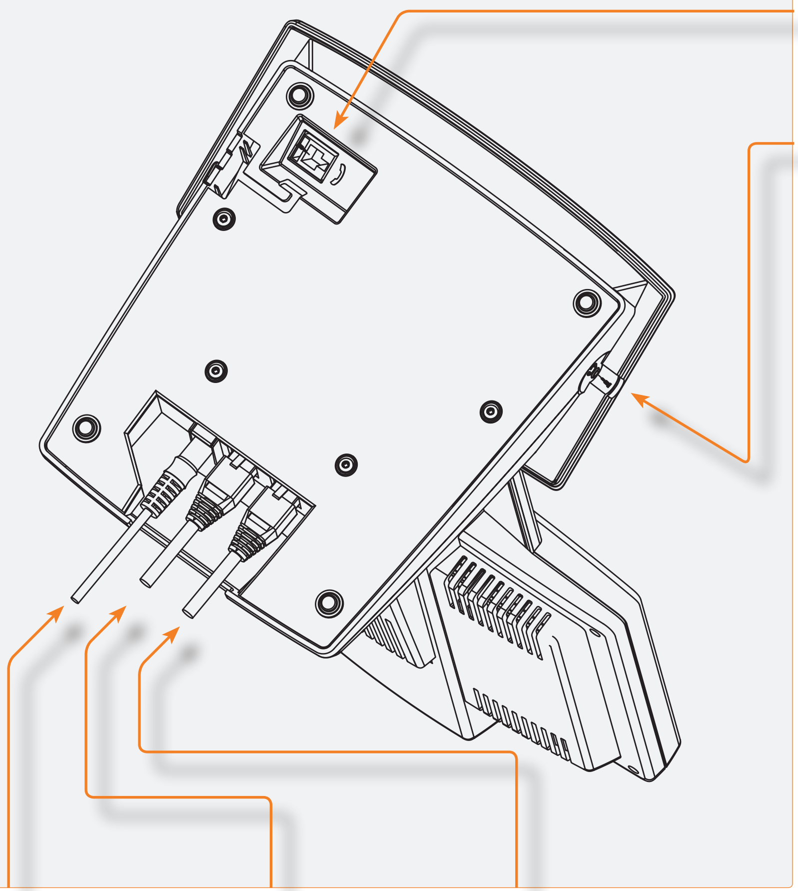
Mounting the (optional) Handset

Handset is an optional device that must be ordered separately. Contact your TANDBERG representative for more information.



Slide the handset bracket into the system's bottom plate tracks. Place the system in an upright position and lay the handset in its place. The handset is held in place by magnets.

Connecting Cables



Socket for optional handset's cable. See lower left corner of this page for details.

Socket for optional headset. The TANDBERG 150*MXP* has a 2.5mm 3-pole mini-jack connector at its right side marked with a headset symbol. This allows the user to connect a standard telecommunications headset to the system.

Headsets with the microphone positioned in front of the user's mouth, connected to the earphone through a rod, tend to give more echo than earbud headsets with the microphone attached to the cord. TANDBERG recommends the Plantronics MX100 headset (http://www.plantronics.com, products > mobile).

Note that the maximum outer diameter of the plug must be 9.0 mm or smaller. A plug with a bigger outer diameter will not fit the unit. Alternatively an extension cord may be used.

Connect Power here.

Connect your LAN (Local Area Network) here.

If you have a single LAN connection only and this is in use by your PC already, connect your PC to the 150*MXP* and the 150*MXP* to the LAN to let both units have internet access.

How to configure the unit is described in Administrator Settings (separate document).

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Operating Principles

There are a few simple principles that you need to know before you start using your TANDBERG 150 *MXP*. This section outlines these principles.

Introduction

About Making and Receiving Calls

Your TANDBERG 150*MXP* is capable of making and receiving simple telephone calls in addition to its main objective; video meeting calls.

Calls can be made by means of speed dialling (five presets available for immediate dialling); by means of the Phone Book (which typically consists of My Contacts and a Corporate Phone Directory) as well as manual dialling (entering the "number" manually).

When dialling manually you may also define settings applying to your call. For presets (Speed Dialling and Phone Book usage) these call settings will be a part of each preset entry, hence there will be no need to define these every time you make a call.

Privacy. There are some aspects of privacy regarding incoming calls that you may want to consider.

In particular we are thinking of such things as: Should the microphone, as default, be switched off, so that the far end will be unable to hear you until you physically switch the microphone back on? This is described in the Adminstrator's Guide (separate document).

What about the the camera? Should the camera also remain switched off until you physically switch it back on? If so, press the Camera Off key whilst outside a call (must be done every time you want it).

Using TTY for Text Exchange

You may hook up a TTY (Text telephone) to the 150*MXP*. The TTY is a device allowing hearing- or speech impaired people to communicate by typing and reading messages – see Audio Settings in the Adminstrator's Guide for more.

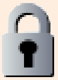
The Icons Appearing on the Screen

Microphone Off. This indicator is shown when the microphone is turned off. Press the Mic Off key again to turn the microphone back on.

Privacy. This indicator is shown when the Privacy key on the keypad is activated. No camera images are sent from your system when the privacy indicator is displayed. Press the Privacy key again to deactivate the feature.

Volume Off. This indicator is shown when the volume is turned off. Press Volume + to turn the volume back on.

Secure Conference, AES. This double padlock indicator is shown when AES encryption (Secure Conference) is active.



Secure Conference, DES. This padlock indicator is shown when DES encryption (Secure Conference) is active.

Not Secure Conference. This open padlock indicator is shown during the initialization phase for encryption. During this period the call is not secure.

Your TANDBERG 150*MXP* Keypad at a Glance

Soft keys, call keys and picture keys

Call register, Administrator settings and Help

Microphone Off, Privacy On (Camera Off), and Volume Control

Alphanumerical keypad

Cursor keys, OK and Cancel keys

Details on the keys can be found on the next page.

The Different Parts of Your 150*MXP*

Camera. The camera has manual tilt and focus. Turn the lens to adjust focus.

TIP! Press Selfview first to see your video picture.

Tilt the camera by manually adjusting the Tilt Angle with the wheel to the right of the lens.

Use the Camera lens cap located at the rear of the unit to cover the lens when the unit is not in use. The camera lens cap protects the lens and also assures you from involuntary broadcasting of your video image.

Microphone. Located at the top of the unit.

Camera

Handset. Handset is an optional device. Contact your TANDBERG representative for more information.

Selfview key

Keypad. The keypad contains all the keys you need to control the system.

The soft keys are context sensitive keys, whose functions will change in accordance with what you are doing. In some contexts they are used for Speed Dialling, in other contexts they will be used for other functions,

The Keyboard in Detail

End Call. Use this key to end the current call.

Soft keys. Context-sensitive soft keys whose functions are displayed on the screen.

Selfview. Displays the picture of yourself. Press again to turn selfview off.

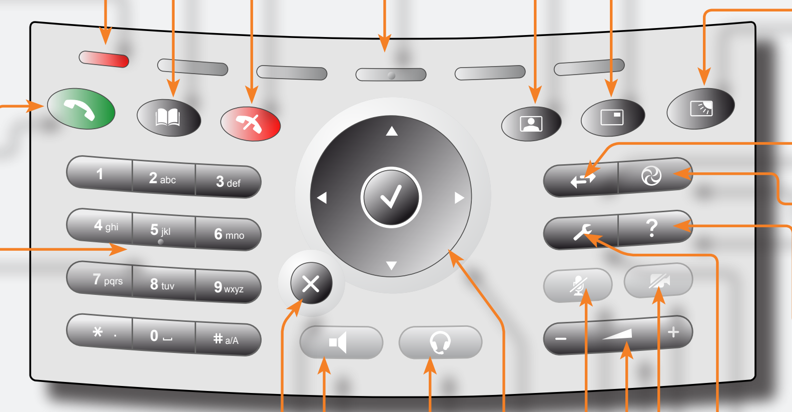
Phone Book. Press this key to open the systems phone book. Store and recall your video contacts via the system Phone Book for easy placement of calls.

Notification lamp. A red lamp is illuminated to indicate that you have an incoming call. The lamp is also lit when you power up the system and when you are in a call. When the lamp turns off, the system is ready for use.

Call key. Press this key to open the call menu. When you have dialled a number, press the key to place the call.

Numerical keypad. Use Number keys to dial video numbers. Use the * key to produce the dot sign when dialling an IP number.

When you are in an input field where letters are required, the system automatically switches to letter mode. Letter input works like on a mobile phone. Press the key that corresponds to the letter required. Press the key as many times as you need to get the right letter. Change to lower or upper case letters with the # key, and space with the 0 key.



PIP (Picture in Picture). Press this key) to get a smaller picture in addition to the full screen picture. The PIP is placed in the top right corner of the screen. Press PIP again to move it to the other corners of the screen. The fifth time you press PIP, it will disappear.

Display Settings. Brightness lets you adjust the monitor brightness camera brightness, hue, and saturation.

Call List. Press this key to see a list of your latest calls, both outgoing, incoming and lost calls.

External Services. Your adminstrator or service provider may provide external services enhancing the applications available.

Help. Press this key to get a quick guide about how to use the system.

Administrator Settings. Press this key to open the settings menu. Administrator Settings contain all the settings of the system.

Cancel. Cancel takes you back one step in the menu system. Use Cancel also to delete characters whilst in an input field.

Speaker. Press this key to activate the speaker. The key is illuminated when the speaker is active. Press again to turn the speaker off.

Headset. Press this key to activate headset. Remember to plug in your headset in advance (see Unpacking and Installation). The key is illuminated when activated. Press again to deactivate.

Navigation keys and OK. Use the Cursor keys to navigate in the menus.

Press OK to select menu items.

Privacy. When this key is pressed, no camera image will be sent out from your system. The Privacy key is illuminated when the camera is off. An indicator on the screen also appears as you press Privacy. Press the Privacy key again to deactivate privacy. Use Privacy to prevent others from seeing your video image.

Volume. Volume + and – adjusts the volume of the speaker. An indicator on the screen shows the volume level.

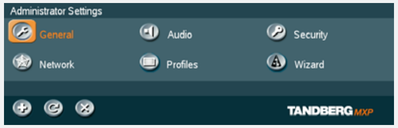
Mic Off. Press this key to mute your microphone. The key is illuminated when the microphone is off. An indicator on the screen also appears as you press Mic Off. Press the key again to deactivate the setting. Use Mic Off to mute your outgoing audio.

Navigating in the Menus (I)

Basic Menu Navigation Rules

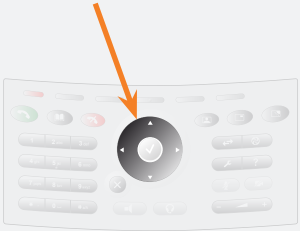
1 Press the Settings key...

2 ...to produce the on-screen menu.

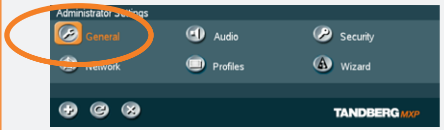


3 Press Cancel to leave the menu immediately.

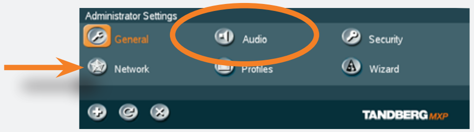
4 Otherwise, use the Arrow keys to move about the menu...



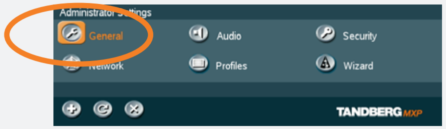
Example: Use the right Cursor key to move one step to the right...



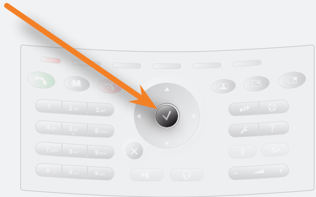
The right cursor key



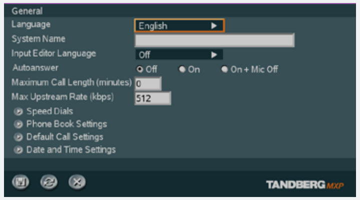
1 When a menu item is highlighted...



2 press OK to enter the associated submenu...



3 and the submenu is displayed!



Navigating in the Menus (II)

There Are Three Ways to Edit a Setting:

1 To access a submenu...

This little arrow indicates that there are more than meets the eye here. Use the Right Cursor key of the keypad to produce the submenu of this item (or just press OK) and navigate in this submenu in the normal manner.

2 To enter alphanumeric information...

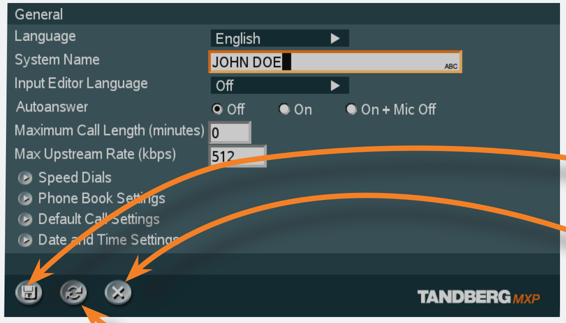
This little icon indicates that the system expects alphanumeric text entry. Consequently, the (otherwise) numerical keypad is set to alphanumeric mode.

Key in alphanumeric text in the same way as for a cellular phone.

3 To edit a setting using radio buttons...

Radio buttons, use left & right cursor keys to select the appropriate setting.

There Are Three Options When Leaving a Menu:



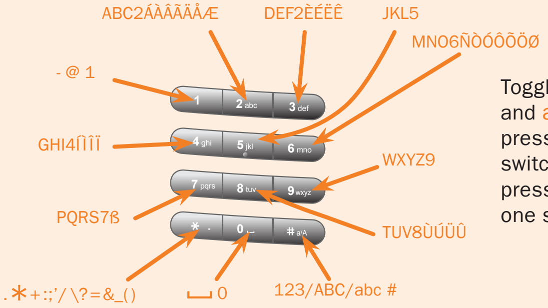
Navigate to the bottom line and select the appropriate way to exit:

Save changes. Leave the menu putting changes into effect by storing the updated settings.

Cancel. Leave the menu undoing any changes.

Revert to default settings.

The Alphanumerical Keypad



Toggle between ABC and abc mode by pressing the # key. To switch to 123 mode, press the # key for one second.

Speed Dials

About Speed Dials

Wouldn't it be nice to have your five most prominent contacts available for calling by the push of a button?

This is what *Speed Dials* is all about. The five soft keys at the top of the keypad can be assigned for this – pretty much in the same way as favourites or bookmarks in your web browser. Note that you are not restricted to use Speed Dials for video calls only. Any mixture of video and telephone calls is fully acceptable.

You assign those five buttons in the General Settings menu described in Administrator's Guide (separate document). Note that your System Adminstrator may, or may not, have password protection activated to prevent unauthorized alterations of these and other settings. If in doubt, consult your System Adminstrator.

Using Speed Dials to Make Calls

Using Speed Dials to make calls is very easy. Just press the corresponding soft key and the call will be made. No need to worry about the Call Settings – they are defined by the Phone Book settings for that particular entry.

Example Showing Four Out of Five Speed Dials Soft keys Assigned

The soft key assignments are shown here.

Speed Dials soft keys not assigned, appear ghosted.

The Speed Dials soft keys.

NOTE! You must assign at least one of your contacts to the Speed Dials feature to make these soft keys appear.

In our example, with four out of five Speed Dials soft keys assigned to Phone Book entries, this key is not assigned.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

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Making Video Calls

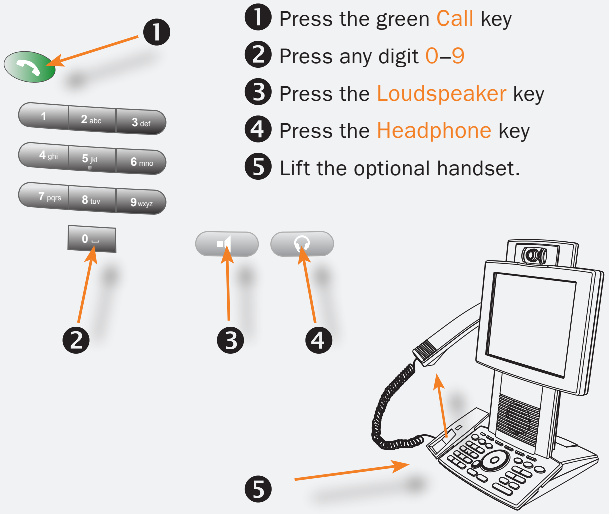
This section shows you how to make video calls when dialling manually.

Making Video Calls Dialling Manually

Calling Someone Not Listed in Your Phone Book

1 Open the Call Menu using any of these five methods:

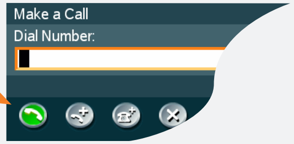
1. Press the green Call key
2. Press any digit 0–9
3. Press the Loudspeaker key
4. Press the Headphone key
5. Lift the optional handset.



2 Dial (i.e. enter using the keypad) a video number manually.

You may want to adjust the Call Settings before you start your video call, see Call Settings for more.

3 Press the Call Now key or use the Cursor keys to navigate to the Place Video Call icon and click OK to start the video call.



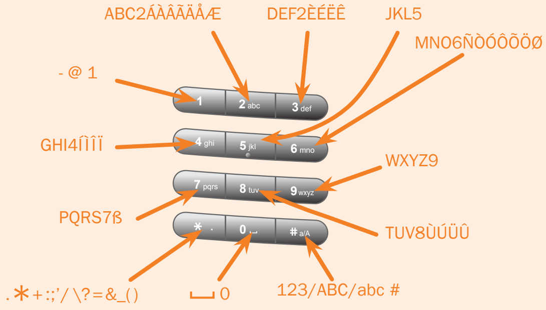
Want to Make a Simple Telephone Call Instead?

Making simple telephone calls (without using video) is explained in Making Telephone Calls.

Want to Make a Call Using the Phone Book Instead?

Making calls using the Phone Book is explained in Making Calls Using the Phone Book and more on the Phone Book itself can be found in Phone Book Details.

Accessing the Alphanumeric Characters



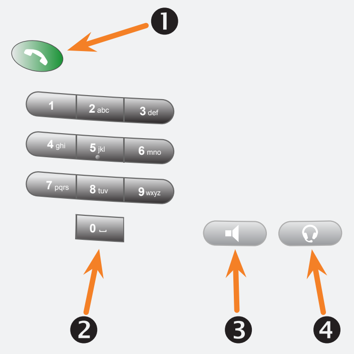
Dialling Tips

- Toggle between abc and 123 by holding the # button depressed for one second.
- Toggle between ABC and abc by pressing the # button.
- Use ✱ as separator in IP addresses. If a system is registered on a gatekeeper or border controller with DNS support, there are several ways to call into the system:
  - <IP address>
  - <E.164>
  - <H.323 ID>
  - <H.323 ID>@<domain>
  - <E.164>@<domain>
- To locate the @ character press the 1 button whilst in ABC mode.

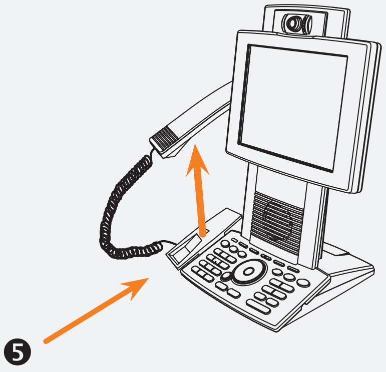
Call Settings

Adjusting the Call Settings

1 Open the Call Menu using any of these five methods:

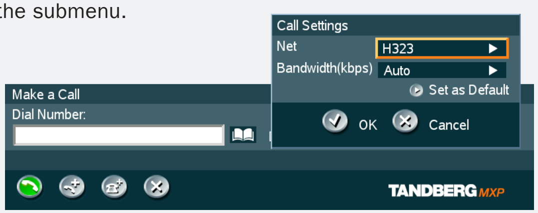


1. Press the green Call key
2. Press any digit 0–9
3. Press the Loudspeaker key
4. Press the Headphone key
5. Lift the optional handset.



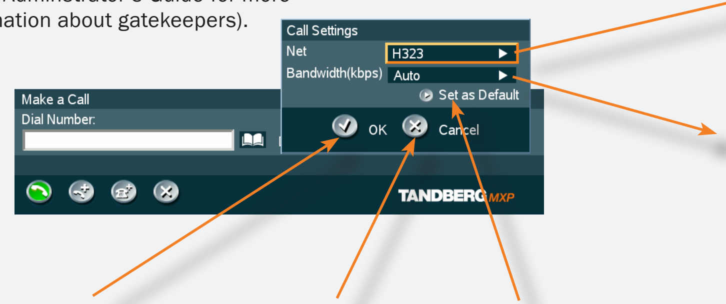
2 Use the Cursor keys to navigate to Call Settings

3 Press OK or press the Right Cursor key again to produce the submenu.

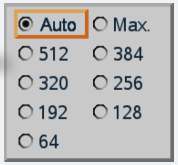


4 Adjust settings as required.

If a gatekeeper is present, you may place IP-calls using "telephone-style" numbers (an E.164 alias), according to the numbering plan implemented in the gatekeeper. The gatekeeper will then translate the dialled number into an IP-address (see H.323 Settings in the Adminstrator's Guide for more information about gatekeepers).



The Net alternatives are: H.323 and SIP.



Bandwidth determines the quality of the video picture. The system will, by default, connect using Auto Bandwidth. This means that the system will establish a connection using a proper bandwidth for your call. The typical bandwidth used for IP calls is 384 kbps. When bandwidth is set to Auto, the unit will default to 384kbps.

Navigate to this icon and press OK to leave menu putting changes into effect.

Navigate to this icon and press OK to leave menu undoing any changes – including any new default setting you may have introduced.

If you want to change the Default Call Settings, make the required changes to the Call Settings and navigate to Set as Default. Press OK to save these settings, which now will be the default settings for all future manually dialled calls.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

http://www.tandberg.com/support/documentation.php?p=User_Manuals

Making Calls Using the Phone Book

This section shows you to make video calls when using the phone book of the system. Details on phone book usage can be found in the section Phone Book Details.

Making Video Calls Using the Phone Book

About the Phone Book

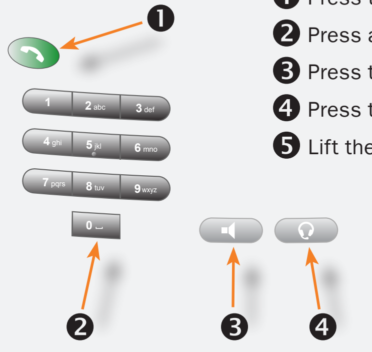
Using the Phone Book is time saving and prevents you from inadvertently calling the wrong number. The contacts are sorted alphabetically. The contact names are displayed in the list and the telephone or video numbers of the selected contact will be displayed at the bottom line.

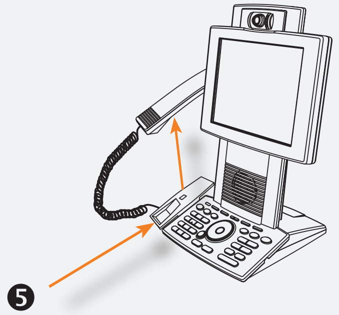
When selecting Phone Book the Phone Book opens showing the folders Placed Calls, Missed Calls, Received Calls and My Contacts. Global Contacts (if applicable), will be listed below these folders. See also Phone Book Details.

Calling Someone Listed in Your Phone Book

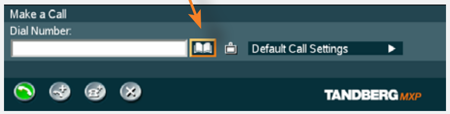
1 Open the Call Menu using any of these five methods:

1. Press the green Call key
2. Press any digit 0–9
3. Press the Loudspeaker key
4. Press the Headphone key
5. Lift the optional handset.

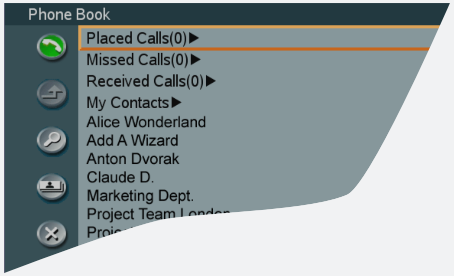




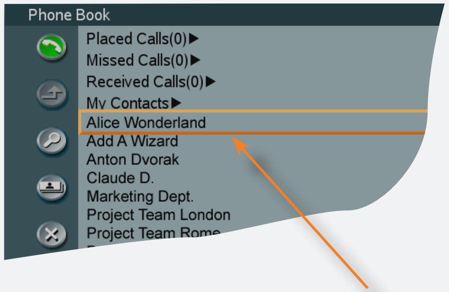
2 Use the Cursor keys to navigate to the Phone Book icon and click OK.



3 Use the Cursor keys to navigate in the list. Any entry with an arrow appended is expandable using the Cursor keys. Navigate in the expanded list using the Cursor keys as usual. You may key in letters to navigate in the list – see also Phone Book Details for details on the use of the Phone Book.



4 Once you have located whom to call select the corresponding entry by means of the Cursor keys.



Indicates selected entry.

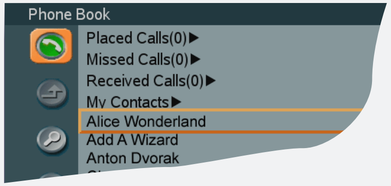
5 Press the green Call Now key on the keypad,

or...

press the Left Cursor key to select the Call Now icon, followed by OK

or...

just hit the OK key whilst the entry is selected.



6 The name of the selected entry will now appear on the screen. Call settings will be set as specified with this particular entry.

7 Wait for the call to connect.

The call will be a video or a telephone call depending on the settings for the entry selected

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

http://www.tandberg.com/support/documentation.php?p=User_Manuals

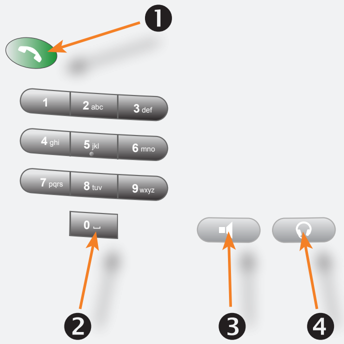
Making Telephone Calls

Your video system can be used to make regular telephone calls as well. Since the system uses IP communication only, the telephone calls will be of the VoIP (Voice over IP) type. This will require the presence of a certain infrastructure. Contact your adminstrator for details.

Making Telephone Calls

Opening the Call Menu

Open the Call Menu using any of these five methods*:



* Not needed when using Speed Dialling

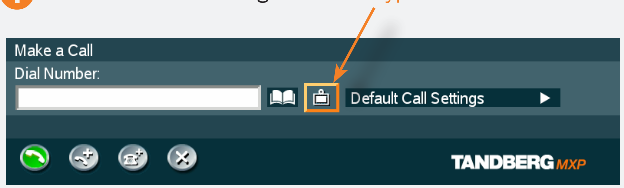
1. Press the green Call key
2. Press any digit 0–9
3. Press the Loudspeaker key
4. Press the Headphone key
5. Lift the optional handset.

Requirements

The TANDBERG 150*MXP* comes with an internet interface only, it cannot be connected to a traditional telephone socket. Telephone calls from the 150*MXP* to the public switched telephone network (PSTN) will require the presence of certain infrastructure. Consult your System Adminstrator to get information on this and the prefixes you may need to dial to connect to the PSTN.

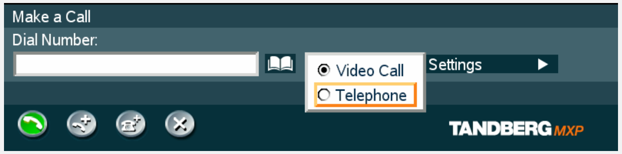
Making a Manual Telephone Call

1. Move the cursor to hilight the Call Type icon



You may want to adjust the Call Settings before you start your telephone call, see Adjusting Call Settings for more.

2. Press OK to produce the submenu and use the cursor keys to move down to Telephone and press OK to select.



Now enter the phone number and do the same as when Making a Video Call – Dialling Manually – see that part for more on this.

Making a Telephone Call Using Speed Dialling

1. Press the soft key corresponding to whom you want to call.

2. Wait for the call to connect.

Making a Telephone Call Using the Phone Book

1. Use the Cursor keys to navigate to the Phone Book icon and press OK.

Telephone style calls selected

2. Use the procedure described in Making Video Call Using the Phone Book. to locate the entry you want to call and to make the call.

The call setup for an entry will specify the type of call that will be made. If the entry is listed as a telephone type of call, a telephone call will be made, so there should be no reason to worry about the possibility of making the wrong type of call.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

http://www.tandberg.com/support/documentation.php?p=User_Manuals

Phone Book Details

Typically, your phone book will consist of two parts; a global or corporate part and your personal part.

The corporate part is maintained by your administrator, while the personal part is yours to fill with contacts as you like. You may, for example, copy contacts from the corporate part to your personal part to make entries easy to locate. Note that changes made by the administrator to the corporate part, will not affect any contacts that you have copied into your personal part.

Phone Book Features (I)

Accessing the Phone Book

To access the Phone Book, press the Phone Book button on the keypad or select the Phone Book icon in the Call menu – see Making a Video Call Using the Phone Book for more.

The Call Log – Placed, Missed & Received Calls

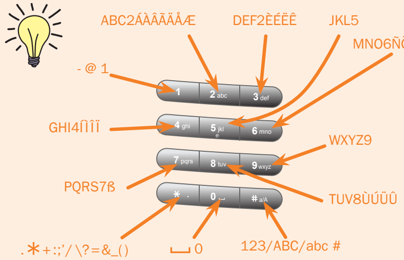
The *Call Log* – listing *Placed Calls*, *Missed Calls* and *Received Calls* – is essentially a set of lists of your system's call history. The lists contain the most recent numbers placed, missed, and received, limited to a maximum of 30 numbers for each list. The numbers remain in these lists until the system is restarted or the list is deleted manually.

Missed Calls lists all calls that were not received – either because you declined the call or just because you were not there when the call attempt took place.

Navigate in the menu in the usual manner:

Use Vertical Cursor keys to move up and down in the menu.

Press OK or use the Right Cursor key to expand items with an arrow appended.

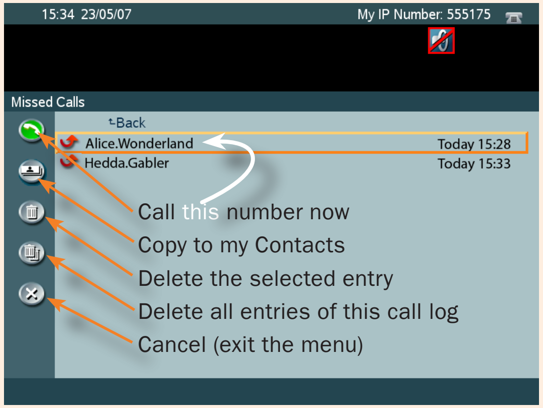


Toggle between ABC and abc mode by pressing the # key. To switch to 123 mode, press the # key for one second.

Call Log Options

Let us consider an expanded log of *Missed Calls* as an example. The *Placed Calls* log and the *Received Calls* log are exactly similar – with identical features.

Expand Missed Calls as explained in the *Call Log* frame to the left.



Navigate in the menu in the usual manner:

Use the Left Cursor key to move the leftmost column.

Use Vertical Cursor keys to move up and down.

When you have located the icon representing what you want to do, press OK.

TIP! Any member of these lists already listed in your Phone Book will appear with the name you have assigned to them and not just with the number.

The number of unreviewed missed calls is shown in the Welcome screen

TIP! The contents of your Phone Book may have been arranged in a tree structure with several subfolders. Use the back line to navigate back up in the tree structure.

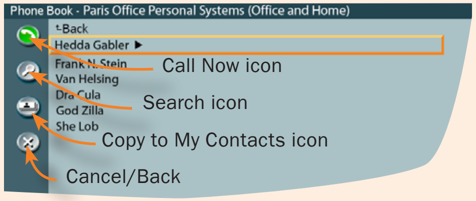
Searching in the Phone Book

The *My Contacts* may contain up to 200 entries and the entire Phone Book (which may include server based *Global Directories)* can be virtually unlimited in size. Hence, using the Cursor keys as the only navigation device can easily be a cumbersome experience. What to do?

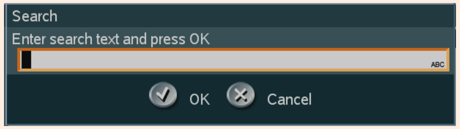
Enter *Quick Search by Letters*. Whenever you are inside the Phone Book navigating in the list of entries, the numerical keypad automatically switches from 123 mode to ABC mode. To locate a specific entry, just type in the first letter as with a cellular phone – see the lower left frame on this page.

If you need to refine your search, use the *Search* function:

In the Phone Book use the Cursor keys to move to the Task column and then down to the Search icon.



Press OK to open the Search dialogue box:



Enter the search string (the name) and press the OK key or move down to the OK icon and press the OK key.
(To leave the menu cancelling your search, press Cancel or move down to the Cancel icon and press OK).

Use the Cursor keys to move to the requested entry, if needed.

To dial the selected entry, move the cursor to the green Call Now icon and press OK.

TIP! When a search in the Phone Book is made by means of the *Search* function, contacts matching the search text are displayed only. Navigate to and click on the Back line to return to the initial view.

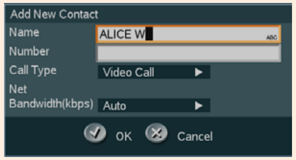
Phone Book Features (II)

Adding a New Contact to My Contacts Manually

In the Phone Book use the Cursor keys to navigate down to My Contacts and press OK to produce the contents of My Contacts.

Use the Cursor keys to navigate to the New Contact icon in the Task Column.

Press OK to produce the Add New Contact dialogue box.



Enter the name of the new contact using the numerical keypad (which automatically enters ABC mode). The maximum name length is 30 characters. For details on this – see the lower left frame on the previous page.

Enter the number of your new contact by means of the number keys on the keypad (which now enters 123 mode) The maximum number length is 60 digits. Use ∗ as separator in IP addresses. To switch to ABC mode, press # for one second.

Alter the default setting of Call Type, Network, and the default setting of Bandwidth, if needed.

Navigate to the OK icon and press OK to save putting changes into effect or navigate to the Cancel icon to leave menu undoing any changes.

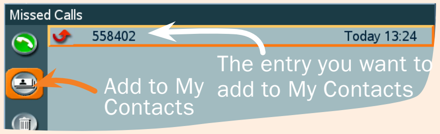
We strongly recommend that you copy contacts often used to My Contacts. Note, however, that the local copy will not be updated if the Global Contacts are updated from the management system.

Adding a New Contact Directly from the Call Log

In the Phone Book use the Cursor keys to navigate down to Placed Calls, Missed Calls, or Received Calls and press OK to produce the contents of the selected item.

Use the Cursor keys to navigate down to the entry you want to add to My Contacts.

Now, while the entry to be added remains selected use the Cursor keys to navigate to the Add to My Contacts icon in the Task Column and press OK.

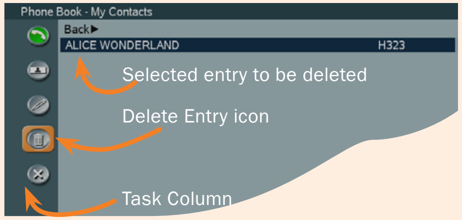


The Add New Contact dialogue box will now be produced – see Adding a New Contact to My Contacts Manually to the left.

Deleting a Contact in My Contacts

In the Phone Book use the Cursor keys to navigate down to My Contacts and press OK to produce the contents of My Contacts.

Use the Cursor keys to navigate down to the entry you want to delete.



Now, while the entry to be deleted remains selected, use the Cursor keys to navigate to the Delete icon in the Task Column and press OK. You will be prompted to confirm or decline your intentions:

Editing a Contact in My Contacts

In the Phone Book use the Cursor keys to navigate down to My Contacts and press OK to produce the contents of My Contacts.

Use the Cursor keys to navigate down to the entry to edit.

Now, while the entry to be edited remains selected, use the Cursor keys to navigate to the Edit Contact icon in the Task Column. Press OK to produce the Edit Contact dialogue box.

If needed, edit the name of the contact using the numerical keypad (which automatically enters ABC mode). The maximum name length is 30 characters. For details on this – see the lower left frame on the previous page.

If needed, edit the number of your new contact by means of the number keys on the keypad (which now enters 123 mode) The maximum number length is 60 digits. Use ∗ as separator in IP addresses. To switch to ABC mode, press # for one second.

Alter the default setting of Call Type, Network, and the default setting of Bandwidth, if needed.

Navigate to the OK icon and press OK to save putting changes into effect or navigate to the Cancel icon to leave menu undoing any changes.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

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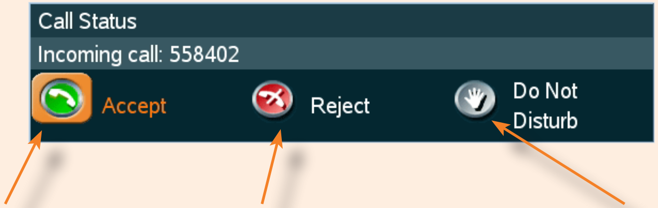
Incoming Calls

This section shows how to receive and reject calls, how to alter the ringtone (alert signal) and how to use the Do Not Disturb feature.

Handling Incoming Calls (I)

About Incoming Calls

The below menu appears when you receive an incoming call. Observe that the menu will not appear if Do Not Disturb has been activated or if Autoanswer (see Adminstrator's Guide for details) has been set to On or On + Mic Off.



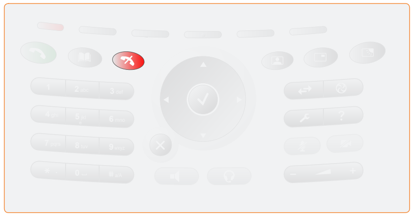
Accept the incoming call

Reject the incoming call

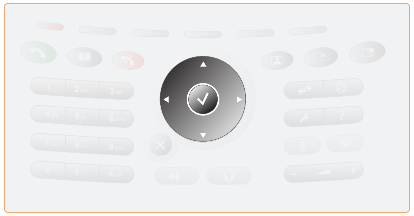
Activate Do Not Disturb

Three Ways of Rejecting an Incoming Call

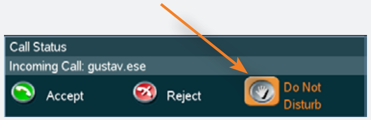
1 Press the red Call Reject key on the keypad.



2 Use the Cursor keys to navigate to the red Reject icon in the menu, (see About Incoming Calls above), and press the OK key on the keypad.

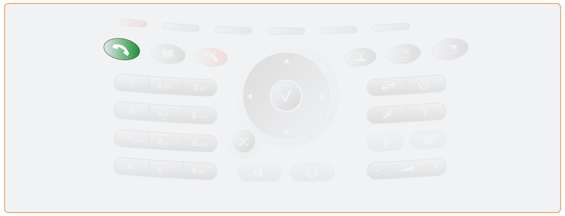


3 Use the Do Not Disturb feature – see next page for details.

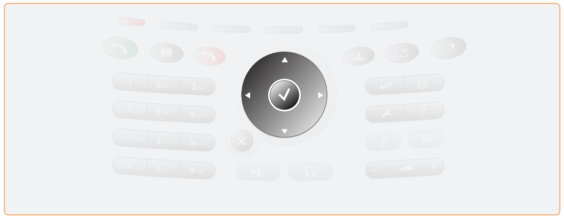


Five Ways of Accepting an Incoming Call

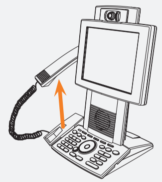
1 Press the green Call Now key on the keypad.



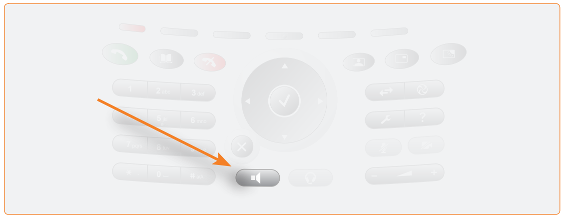
2 Use the Cursor keys to navigate to the green Accept icon in the menu (see About Incoming Calls to the left) and press the OK key on the keypad.



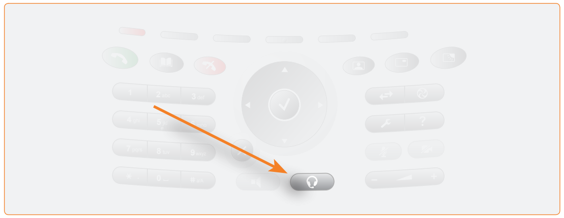
3 Lift the handset, if applicable. The handset is an optional device, which must be ordered separately.



4 Press the Loudspeaker key on the keypad.



5 Press the Headset key if a headset is connected.



Handling Incoming Calls (II)

A Few Words on Privacy

You may want to set up your system so that the microphone and/or the camera are switched off whenever you receive an incoming call.

By pressing

- the Microphone Off key and
- the Camera Off key

you will prevent callers from hearing you and seeing you without your control (press again to reactivate).

To combine convenience and privacy, your 150*MXP* may be set up to automatically accept an incoming call, but with the microphone switched off. In this case you must switch the microphone back on manually yourself (just press the Microphone Off key to reactivate a disabled microphone).

You may also have your system set up so that you always must answer all incoming calls manually.

These settings are parts of the Adminstrator's Guide available. Your System Adminstrator, may or may not, have password protection activated to prevent unauthorized alterations of these and other settings. If in doubt, consult your System Adminstrator.

Whenever microphone and camera are disabled, these icons appear on your screen:

A message will be sent to the far end whenever you have disabled your microphone and/or your camera.

An alternative to the above could be the use of the Do Not Disturb feature to the right.

About Do Not Disturb

There is a Do Not Disturb function available on your system. When set to On, all incoming calls are blocked from your system.

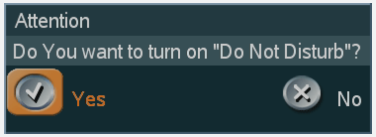
Want to Change the Alert Signal?

You are not stuck with the audio signal alerting you that an incoming call is on its way. This may be changed, see Audio Settings in the Adminstrator's Guide.

Do observe, however, that these settings may be password protected by your System Adminstrator.

Do Not Disturb

1. Outside a call, press the red Call Reject key. A dialogue box will appear:

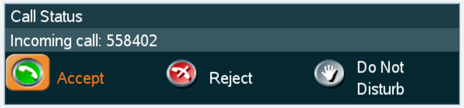


2. Press OK to activate the feature. The screen will now turn black, and the following text will appear:

Press any key to clear Do Not Disturb

3. Press Reject to leave the menu, keeping the feature deactivated.

4. When Do Not Disturb has been activated and you receive an incoming call, the following dialogue box will be produced:



5. Use the Cursor keys to navigate and OK to make your selection and proceed.

Whenever Do Not Disturb is activated, the far end will be informed that the called is busy.

Assume Do Not Disturb has not been activated. Choosing Do Not Disturb when receiving an incoming call will then do two things: It rejects the incoming call (in the same way as choosing Reject), and sets the Do Not Disturb functionality to On.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

http://www.tandberg.com/support/documentation.php?p=User_Manuals

Calling More Than One

Your TANDBERG 150 *MXP* can be used to call more than one person at a time. Two persons may be called and you may swap whom you are talking to. This is referred to as call swapping. You may also transfer SIP calls to other SIP video systems.

In addition, you may – under certain conditions – use the 150 *MXP* to initiate video conferences. This is an optional feature requiring additional infrastructure. Contact your administrator for details on this.

Calling Another Participant Whilst In a Call (Call Swapping)

About Calling Another Participant

Your TANDBERG 150 *MXP* may be used to call another person while you are in a call already. You cannot talk to the two persons at the same time, but you may put one on hold and talk to the other and use the swap feature to change whom you are talking to.

In general, call swapping is available for both SIP and H.323 calls, as well as for any combinations of the two.

If you are connected to an external multiway you may also under certain conditions initiate a video conference from your system.

More on this can be found in [Initiating a Video Conference From Your 150 MXP].

Note that if conference initialization is enabled by means of external multiway, call swapping will no longer be available for H.323 calls.

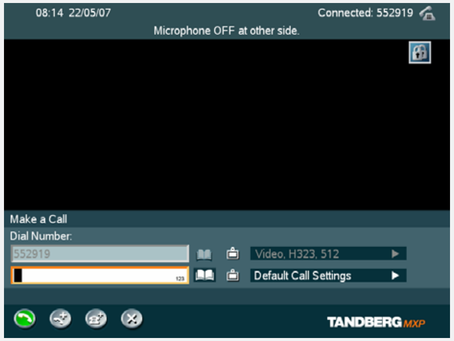
Calling Two Persons at a Time

1. Whilst in a call, press OK to produce the soft keys needed for this.

2. Press the soft key Hold to put the current call on hold. This will enable you to call another person.

3. Press the soft key Add Call to produce the Call Another menu. To go back to the person put on hold (cancel this operation) press Resume instead.

4. Call the other person in the usual way, either by dialling directly or by using the phone book.



5. Now you are in contact with two persons, but only one at a time. To switch between the two press the soft key Swap. The one put on hold will see the text "Attention Please wait..." on the screen.

6. To end the call currently connected (the call that has not been put on hold), press the soft key End Call. You will then be back in a regular point-to-point call.

Call Transfer

About Call Transfer

You may transfer an ongoing call to somebody else in a way similar to what you can do on most corporate telephone systems.

Basically, there are two transfer modes; Blind and Consultative:

- Blind takes place when you receive a call and decides to transfer this call to another person without speaking to that person. In other words, you assume that the other person is present and ready to receive the call.
- Consultative takes place when you put the person you are talking to on hold, then call another person, talk to that person and finally decide to transfer the call to that person.

Alternatively, you may, of course, receive a second call whilst you are in a already. This will, however, impose no change to the above principles.

⚠ Call transfer works with SIP calls only! You cannot transfer calls between non-SIP participants, nor can you transfer a SIP call to a non-SIP participant.

Blind Call Transfer

1. Whilst in a SIP call, press OK to produce the soft keys, if applicable.

2. Press Transfer to initiate the transfer process.

3. Call the person to whom the call is to be transferred in the usual way, either by dialling directly or by using the phone book. Once you launch the call, transfer becomes effective.

Consultative Call Transfer

1. Whilst in a call press OK to produce the soft keys, if applicable, and set the current call on hold as described on the previous page.
2. Call the other person, to whom the call is to be transferred.
3. After you have talked to this person, press the Transfer key, and the two parties will be connected, while you are disconnected.

Initiating a Video Conference From Your 150 *MXP*

Requirements

Your TANDBERG 150 *MXP* may be used to initiate video conferences with several participants, provided that:

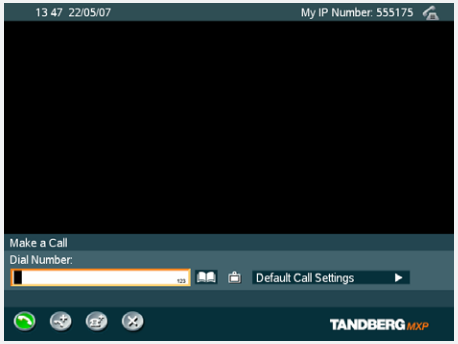
- All parties to be involved are available through H.323.
- You are connected to an MCU (Multi-Conference Unit) supporting this.
- Your TANDBERG 150 *MXP* is set up to allow the use of external Multiway. This is set up by your administrator and is described in the Administrator's Guide.

Since the call transfer feature makes use of SIP and the conference initialization feature makes use of H.323, the two features cannot be combined in a single session!

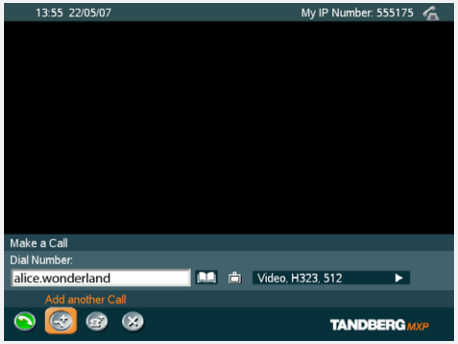
As an alternative to the procedure outlined here, you may just as well expand an ongoing call to become a conference by pressing the green Call now key, move the cursor to Add another Call and continue as shown on this page.

Setting Up a Conference (optional feature)

1. Prepare to make a call in the usual way, either by entering the "number" manually or by making use of the phone book.



2. Move the cursor to the Add another Call icon and press OK.



3. Move cursor to the new line that was added and repeat the procedure to add a participant.

4. Repeat 2 and 3 until all participants required have been added.

5. The system will now disconnect you and transfer the video conference to the MCU (Multi-Conference Unit). All participants, including yourself will be called by the MCU and the conference can start.

6. If you—as initiator—disconnects the call, the entire conference will be terminated.

   If any of the other participants disconnects, the conference continues without the disconnected person.

We recommend that you check out the TANDBERG web site regularly for updated versions of this manual:

http://www.tandberg.com/support/documentation.php?p=User_Manuals

Video Meeting Features

When you are in a video meeting, there are quite a few features available for you. You may view a list of all the participants; you may control the far end camera; you may request floor; enjoy a presentation; send and receive snapshots; and do text chatting.

Video Meeting Features – an Overview

When you are in a video meeting, there are soft keys available to let you request floor, view a list of the other participants, control the far end camera, and do text chatting.

In addition you may adjust display settings.

Request Floor

When requesting floor, your video will be broadcasted in full screen to all other participants in the conference. Request Floor is useful when you want to speak or display something in front of all participants.

View a List of the Participants

Although your TANDBERG 150*MXP* is unable to generate a multisite video meeting (several participants simultaneously) by itself, it may, of course, be part of a multisite meeting. By pressing Part Names a list of the other participants will be shown on the screen.

Controlling the Far End Camera

By means of this feature you will be able to control the zoom and presets of the far end camera (the camera in the other end) in addition to move it using your own cursor keys and select video sources. Note that this requires that the far end unit allows Far End camera control and that it has a movable camera. The 150*MXP* camera is not a movable camera.

Dual Stream Video

Some systems are capable of generating a dual stream video, e.g. to give viewers the option to see a Microsoft® Powerpoint presentation and the video meeting simultaneously. Your 150*MXP* cannot show two streams simultaneously. However, if the far end sends dual stream your system will show the presentation only. You may press the Selfview key to see what your own camera sees instead of the presentation, but no other options are available.

Snapshot

Other participants may send you a snapshot, e.g. a picture of something during the video meeting. To produce the snapshot on your screen, use the Snapshot soft key (which appears whenever there is a snapshot only).

Text Chat

Imagine you want to send over a phone number, an e-mail address, or just inform the far end that their microphone must be switched back on – these are typical applications of the Text Chat feature.

Display Settings

You may adjust the monitor brightness, camera brightness, camera hue, and camera saturation.

Do as follows:

1. Press the Display Settings key ( ) to produce the below menu.
2. Use the Vertical Cursor keys to select a function, and the Horizontal Cursor keys to adjust a setting.
3. Leave the menu in the usual manner.

Requesting and Releasing Floor

About Requesting Floor

When requesting floor, your video will be broadcasted in full screen to all other participants in a multipart video meeting. Request Floor is useful when you want to speak or display something in front of all participants.

Press the soft key Release Floor when you are finished to make the floor available for other participants in the video meeting.

This feature is accessible and applies during a multipart video meeting only. In general, multipart video meetings cannot be initiated by a 150*MXP*, but your 150*MXP* may take part in multipart video meetings initiated by other systems.

Under certain conditions, however, multipart video meetings may be initiated from a 150*MXP* – this is described in Initiating a Video Conference From Your 150 MXP

Normally, you will retain the floor until you release it yourself. However, in multipart video meetings there may be a chair person with the ability to determine who should have the floor and therefore also with the power to give the floor to someone else than you.

Requesting and Releasing Floor

1. In a multipart video meeting, press the soft key Request Floor.

2. The Selfview icon will now indicate that the floor is yours.

The soft key will now change to Release Floor.

3. Press Relase Floor to hand over the floor to someone else.

View Other Participants

About View Participant

In a multipart video meeting you may produce a list of the other participants.

Viewing a List of Participants

1 In a multipart video meeting, press the soft key More.

2 Then press the soft key View Participants.

Press More to return to the previous display

3 A list of System Names for the other video systems connected will now be produced.

Press Cancel to return to the previous display

Far End Camera Control

About Far End Camera Control

This is a feature that lets you pan, tilt, and zoom the far end camera. If far end presets are available you may access these as well, and you may also make use of any video sources that the far end may have at its disposal.

This feature requires a movable camera in the far end – i.e. communication between two 150*MXP* units will not provide far end camera control.

This feature is not accessible in multipart video meetings.

About Camera Presets

The far end may use camera presets to easily vary between predefined camera angles in their own end. Thus they eliminate the need to move their camera about in a manual way.

Your 150*MXP* may get access to these settings. If no presets have been stored and you try to access far end presets nothing will happen.

Controlling the Far End Camera

1. In a point-to-point video meeting, press the soft key Far End.

2. The soft keys will now change to show far end control features.

Back lets you exit this menu any time. Video source is explained overleaf.

Move Zoom Presets Video Source Back

3. Press the Move soft key to gain pan control of the far end camera.

Use the Cursor keys to pan (move) the far end camera.

Press OK when done.

4. Press the Zoom soft key to gain zoom control of the far end camera.

Use the Cursor keys to pan (move) the far end camera.

Press OK when done.

5. Press the Presets soft key to utilize the far end presets.

Use the Numerical keypad 0–9 to select far end presets.

Press OK when done.

Far End Video Source

About Far End Video Sources

The far end system may have external video sources connected, such as Document camera, a VCR or DVD, a PC, and/or a PC connected via a Virtual Network Computing. In addition there may be an auxiliary input available. Through the Far End Video Source control you may get access to all these sources.

Note that this feature does not apply to multipart video meetings.

Controlling the Far End Video Source

1. Press the Video Source soft key to produce the far end video sources.

2. Use the Cursor keys to navigate to the video source to be selected and click OK.

3. Select Cancel or Main Camera to go back to normal display mode.

Snapshot

About Snapshots

You can receive snapshots to your 150*MXP*. Once viewed and discarded a snapshot cannot be recalled.

Viewing Snapshots

You will notice when the far end has sent you a snapshot. At the same time the display will seem to freeze. View the snapshot, press OK to return to normal display.

Text Chat

About Text Chatting

You may use your 150*MXP* to send and receive text messages using the chatting function available.

All you need is to select the Text Chat function and use the keypad as you would when sending text messages (SMS) using your cellular phone.

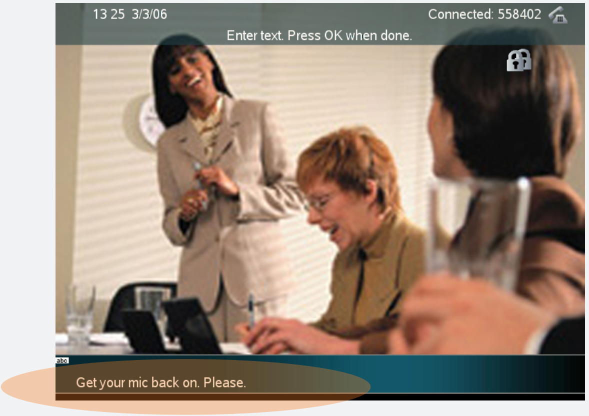
Note! This will not work unless the far side a) supports text chat and b) has activated that feature.

Text chatting does not apply to multipart video meetings.

Chatting

1. Press the Text Chat soft key to activate the text chatting feature.

2. Use the Numerical keypad in alphabetical mode to enter a text message. The text is sent as you type.



Text Chat message

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